



UNITED STATES MARINE CORPS  
MARINE CORPS SYSTEMS COMMAND  
2200 LESTER STREET  
QUANTICO VIRGINIA 22134-5010

IN REPLY REFER TO

5720  
DON-USMC-2022-005600  
17 Feb 22

**Sent via email to: [foia@foia.com](mailto:foia@foia.com)**

Ms. Rose Santos  
FOIA GROUP  
P.O. Box 368  
Depew NY 14043

SUBJECT: FOIA DON-USMC-2022-005600

Dear Ms. Santos:

This responds to your FOIA request dated November 30, 2021, which requests a copy of "Relevant to N0017819D8524 Order M6785421F3008, we seek CLEARLY RELEASABLE copies of the following: (1) Task order title page (1st page only) and (2) the Task Order's CURRENT Statement of Work/Performance Work Statement (SOW/PWS).

The requested documents are enclosed.

Fees associated with processing your request are minimal and waived.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or [bobbie.cave@usmc.mil](mailto:bobbie.cave@usmc.mil).

Sincerely,

*Bobbie Cave*  
*for* Lisa L. Baker  
Counsel

# **Performance Work Statement for Program Office Support Services**

## **Program Manager Command and Control Systems Extensible MAGTF Command and Control Networking-On-the Move**

**Background.** The Marine Corps Systems Command (MCSC), Portfolio Manager (PfM), Command Element Systems (CES) mission is, in part, to act as central agent for research, development, acquisition, and life cycle management of Command and Control (C2) and networking systems for use throughout the United States Marine Corps (USMC) and other operating forces. The Extensible MAGTF Command and Control (EMC2) team's responsibilities are executed under Program Manager (PM), Command and Control Systems (C2S). The C2S programs are in all phases of the Department of Defense (DOD) 5000-series acquisition process.

PM C2S conducts near-term and long-term strategic planning to help ensure maximum interoperability and mission effectiveness, alignment with the Commandant's Planning Guidance, timely implementation of affordable systems/improvements, and prevention of premature obsolescence. The PM C2S portfolio of programs/products is subject to change through time. Programs and projects require support through all phases of the acquisition cycle. This Performance Work Statement (PWS) includes program office support in program management, logistics, financial-business management services, and engineering to the EMC2 team.

**Program Description.** The contractor shall provide direct support to the EMC2 Integrated Product Team (IPT) as it plans and executes its programs. EMC2 programs are in various stages of procurement. The Networking-On-the Move (NOTM) program extends secure, non-secure, and coalition network connectivity from fixed locations to beyond-line-of-sight, or over the horizon, units that are operating while on-the-move or at-the-halt. The NOTM program capability allows maneuver forces to seamlessly conduct digital C2 through access, collaboration, and exchange of tactical voice, video, and data while using a full suite of tactical software applications and services. The individual projects included in the NOTM family of systems (FoS) are outlined below:

**A. NOTM-Ground Combat Vehicle (GCV).** The NOTM-GCV system consists of one point of presence – vehicle kit and two staff - vehicles kits. The NOTM system connects to the Very Small Aperture Terminal- Large via the Tactical Entry Point Modem Kit to provide the backbone of the networking services. NOTM is currently fielded on three different vehicle platforms: Mine Resistant Ambush Protected All-Terrain Vehicle, High Mobility Multipurpose Wheeled Vehicle, and Assault Amphibious Vehicle. Future platforms for NOTM fielding may include, but are not limited to: Amphibious Combat Vehicle, Utility Task Vehicles, and any other platforms, as directed by Marine Corps Combat Development and Integration (CD&I).

**B. NOTM-Airborne (A).** The NOTM-A project integrates the NOTM program capability with the KC-130 and MV-22 aircraft platforms. These projects are entering the sustainment phase with a technical refresh anticipated within this contract's performance period.

## **1.0 General Requirements**

**1.1 Places and Periods of Performance.** The contractor shall provide the necessary resources and infrastructure to manage, perform, deliver, and administer its responsibilities under this contract. The contractor shall perform the work at the contractor's facility. The contractor must have a facility located within 15 miles distance from 105 Tech Parkway, Stafford, VA, and it must be capable of hosting Government meetings of 10 to 40 personnel. The maximum distance of 15 miles ensures that both contractor and Government personnel have limited delay travelling between facilities, and reduced the incurred local travel costs to the Government and the performing contractor. The contractor facility shall include audio teleconferencing and briefing projection capability. The facility shall be available within 48 hours of the contract award date.

Normal workdays are Monday through Friday, except U.S. Federal Holidays. Government workers typically work 8 hours per day, 40 hours per week. Flextime workers start no earlier than 0600 and no later than 0900. The core hours of work for the activity are from 0900 to 1500 daily. All contractor employees are expected to be available during the core hours. Contractors supporting this contract are not "Mission Essential" personnel during an emergency or reduced operation. Contractors are expected to attend meetings at Government workspaces, as required by the terms of this contract. Contractors working within Government workspaces are allowed access during regular working hours if Government or military personnel are present. Standard contractor access badges to Tech Parkway will operate from 0700 to 1700 on normal workdays. Occasionally support may be required outside of standards hours to support Outside the Continental U.S. (OCONUS) units or units in different time zones.

**1.2 Contractor Identification.** At all times during the performance of this contract, contractor employees shall identify themselves as contractor personnel by introducing themselves, or being introduced, as contractor personnel and by displaying distinguishing badges identifying them as a "Contractor" at all times during the performance of this contract. . In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in both formal and informal written correspondence, including email and text messages.

**1.3 Contractor Knowledge and Experience.** The contractor shall support the program with an efficient mix of personnel utilizing employees with an effective combination of the knowledge, skills and experience required to successfully perform the stated work outlined in this PWS. The contractor shall provide an adaptable, flexible team structure best suited to accomplishing both planned and unplanned (emergent) tasks. Emphasis shall be placed on a team structure maximizing productivity, efficiency and accountability. The contractor shall integrate, coordinate and align its activities as needed to execute required tasks.

The contractor shall identify the organizational elements responsible for the conduct of the various activities required under this contract. Responsibilities shall be assigned and clear lines of authority defined for determining and controlling the resources necessary to meet the requirements of this contract.

The following Government documents form a part of this PWS to the extent specified herein. The current issue of these documents at the time of contract award will be used for the purposes of this PWS. MCSC documents will be provided upon request.

- Department of Defense Instruction (DODI) 5000.02, - 7 Jan 2015 or current, if more recent
- Operation of the Defense Acquisition System Secretary of the Navy Instruction (SECNAVINST) 5000.2e – 1 Sept 2011
- Joint Capabilities Integration and Development System Manual
- MCSC Acquisition Guide - Aug 2019
- NAVMC 1533.1 Systems Approach To Training (SAT) Manual
- MARADMIN 431/13
- Marine Corps Order (MCO) 1553.2B Management of Marine Corps Formal Schools and Training Detachments
- MCO 1553.3A Unit Training Management
- USMC Training and Education Command (TECOM) College of Distance Education and Training, "MarineNet Courseware Development Technical Standards," Version 2.0 dated 18 Jul 2012
- DODI 1322.26 SCORM
- Department of Defense Information Technology Portfolio Repository (DITPR) - Department of the Navy (DoN) Registration Guidance for 2006, June 2006.

## **1.4 Contract Management**

**1.4.1 Contract Interface.** Horizontal integration across project/product managers is paramount to delivering an integrated warfighting capability. The contractor shall interface and coordinate program issues/activities with other Government representatives and contractors supporting PfM CES upon request, and as needed, and with other CES stakeholders when required. The contractor shall maintain continuity between the support operations at the Government customer site and the contractor's offices. This coordination includes the use of Government-hosted SharePoint sites.

**1.4.2 Contract Management.** The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor shall provide an employee to serve as the single point of contact to handle performance related and personnel issues regarding contractor employee performance and supervision under this contract. This contractor point of contact is the sole contractor employee authorized to accept direction from the COR or contracting officer.

**1.4.3 Contract Administration.** The contractor shall establish processes and assign appropriate resources to effectively accomplish all tasks within this PWS. The contractor shall have a single point of contact to communicate with the Government concerning issues of contractor performance and supervision. The Government Contracting Officer's Representative (COR), who will be identified in the contract, is principally responsible for the evaluation of contractor performance and is the Government's principal point of contact for contract issues; however, the COR will not directly task nor direct contractor employees to perform tasks nor will the COR supervise or manage contractor employees. The COR will address issues of contractor performance or behavior with the contractor point of contact as noted above.

**1.4.4 Quality Assurance.** The contractor shall maintain an effective quality control program to ensure services are performed in accordance with (IAW) this PWS. The contractor shall draft, review, and edit correspondence and documentation for proper grammar, spelling, punctuation, and format. More importantly, the Contractor shall ensure that those documents it drafts and edits are logical, accurate, unambiguous, clear, and effectively and thoroughly communicate the purposes of said written deliverables as described in this PWS. Edited documents shall comply with the Navy Correspondence Manual (SECNAVINST M 5216.5) and the Government Publishing Office Style Manual.

The contractor shall develop, deliver, and implement a Quality Control Plan containing procedures to identify and prevent defective services and guarantee effective, successful performance.

The Contracting Officer may notify the contractor point of contact whenever the services rendered are not adequate concerning what is outlined in this PWS.

The contractor shall cross-reference program documentation to ensure updates are reflected in any applicable documents across the program.

**1.5 Non-Personal Services.** The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to effectively manage its employees to accomplish the tasks assigned within the PWS and deliver assigned tasks and deliverables by the due date established by the terms of this contract. Government representatives shall not direct the means and methods by which the contractor's employees shall perform their day-to-day work assignments nor assign individual tasks to contractor employees. If the contractor's employees believe that they are being directed to perform tasks by Government employees that are outside the scope of this contract or being supervised or otherwise managed by Government employees, the contractor shall notify the Contracting Officer immediately.

**1.6 System for Award Management (SAM).** Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for MCSC via a secure data collection site. The contractor must fill in all required data fields using the System for Award Management (<https://sam.gov>)

Reporting inputs will be for the labor performed during the period of performance of each Government Fiscal Year (FY), which runs 1 Oct through 30 Sept. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the SAM homepage help tab, linked at <https://sam.gov>.

**1.7 Travel and Temporary Duty (TAD).** Travel to other Marine Corps units, vendors, etc., as required by the Government to perform program management and logistics support services for exercise support in the field with Marine Corps units and personnel, foreign nationals, or other DoD personnel in the U.S. and overseas. Travel OCONUS is anticipated, and contractor personnel shall use the Synchronized Pre-Deployment and Operational Tracker System (See Clause in Section I of Requests for Proposal) for all OCONUS travel.

Continental U.S. and OCONUS locations and frequencies are estimated in the table below. Trip duration will range between 1-7 calendar days. The following table is for illustration purposes and is based on current planning; however, the contractor shall be flexible, with the ability to execute a travel schedule that may depart from this table.

	Base Year			Option Year's 1-4		
	Trips/yr	Personnel	Days/trip	Trips/yr	Personnel	Days/trip
Camp Pendleton, CA	10	2	4-14	10	2	4-14
Camp Lejeune, NC	2	2	3-14	3	2	3-14
Okinawa, Japan	1	2	7	1	2	7
Crane, IN	3	3	5	3	2	5
Albany, GA	1	2	3	1	2	3
Hawaii	3	3	5	2	2	5
29 Palms, CA	2	2	3	2	2	3
Charleston, SC	10	4	5-10	10	2	5-10

All travel details (including plans, agendas, itineraries, and dates) for non-local travel shall be pre-approved by the Government COR or Alternate COR on a strictly cost-reimbursable basis. The contractor shall make necessary travel arrangements for its employees after approval from the Government COR or Alternate COR. Under certain circumstances, travel could occur after regular working hours or on the weekend. Travel must be reimbursed IAW FAR Part 31.205-46 (travel costs). Per Diem expenses claimed shall be in accordance with Government travel rates located at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

When sufficient lead time allows, travel requests shall be delivered at least 10 working days in advance of the travel date. The request will include total cost and a breakout of costs to include airfare, rental vehicle, per diem, mileage, parking, fuel, tolls, and other anticipated expenses. Travel requests will include a description of the trip's purpose and a justification as to why a Video Teleconference or phone conversation would not meet the business requirement.

If more than one contractor employee is traveling – those employees use the most economical means of transportation to meet the mission. Differing arrival and departure times will not generally justify separate rental vehicles. For rental cars carrying three or

more travelers, larger vehicles may be authorized in advance. The Government will reimburse economy lot parking. The Government will not reimburse valet parking.

**1.8 Potential Organizational Conflicts of Interest (OCI).** The provisions of FAR 9.5, OCI, apply to any award under this Request for Fair Opportunity proposals. Offerors shall disclose any potential OCI situations to the Contracting officer as soon as identified before proposal submission.

**1.9 Deliverables.** by The contractor shall draft and develop acquisition technical documentation for mission-critical software and hardware applications. This includes conceptualizing, reviewing, developing, and delivering project plans, and high-quality technical documentation, to include detailed tracking of the program's financial status, as it relates to the program budget. The contractor shall proofread and refine contractual deliverables, including monthly status reports, prior to delivery to the Government. The Contractor shall submit all deliverables through the Contractor point of contact to the Government COR for inspection and acceptance.

**1.10 Subcontract Management.** The contractor shall be responsible for all subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance. The prime contractor shall not distribute work with its subcontractors in a manner that creates OCI. The proposed hiring qualifications made a part of the contract's requirements will apply, both to the prime and any subcontractor employees.

**1.11 Post-Award Conference.** Within 30 days of the start of performance, the awardee shall organize a Post Award Conference to be attended by the Contracting Officer, COR, and contractor personnel to review performance requirements including: detailed Work Breakdown Structure (WBS), 30-day staffing plan, , security and Contractor identification requirements, and quality control measures to ensure performance that fully complies with all requirements.

**1.12 Government Review.** The contractor shall ensure all products, reports, and recommendations are submitted through the contractor point of contact to the COR. The Government will then review, edit, and approve documents as appropriate before releasing them outside of PM C2S.

## **2.0 Specific Performance Requirements**

**2.1 Program Management Support Services.** The contractor shall provide program management support services to the EMC2 team at program and project Integrated Product Teams (IPTs) to assist the Government in achieving total life cycle systems management for EMC2 teams' products and programs. The contractor shall deliver the required technical documentation to support the team's acquisition analysis, planning, and management of their assigned programs and products. Contractor recommendations for product/program improvements shall be delivered IAW CDRL B002.

#### **CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.1.1** The contractor shall draft and deliver acquisition documents required by statute, regulation, or policy and revise, as necessary, based on feedback from the EMC2 team .

#### **CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.1.2** The contractor shall assist the Government in reviewing and analyzing all third party reports, excluding any drafted by another contractor or subcontractor, provided to the program office, including weekly reports from supporting agencies and lab activities, quarterly Diminishing Manufacturing Sources and Material Shortages (DMSMS) reports, Marine Corps Tactical System Support Activity (MCTSSA) help desk reports, Naval Information Warfare Center (NIWC)-Pacific (PAC) help desk reports, and monthly and quarterly readiness reports to identify trends/problems throughout the NOTM program in order to assist with predictive analysis. The output of this review and analysis is to be delivered to the Government as part of CDRL B003

#### **CDRL B003: DI-ADMIN-81505, Report, Record or Meeting Minutes**

**2.1.3** Contractor shall support and attend all applicable IPT meetings, Working Group (WG) meetings, system demonstrations, test events, and phone conferences to prepare the systems for design, integration, testing, fielding, and transition sustainment, as required. This includes potential travel to all supporting locations and other events and meetings as needed. Support as referenced above includes: drafting and delivering meeting minutes for all attended meetings and disseminating actions items and required points of contact following all meetings.

**2.1.4** The contractor shall support the NOTM program requirements Capabilities Integration Officer assist in drafting and delivering applicable Initial Capabilities Documents (ICD), Capabilities Development Directorate (CDD), Capability Production Documents, Concepts of Operations, Concepts of Employment, all NOTM program-Total Force Structure Management System (TFSMS) related tasks, and any other requirements documents as needed.

**2.1.5** The contractor shall prepare briefings and presentation materials for cross-functional IPTs and periodic systems acquisition and sustainment updates including, but not limited to: Change Initiation Briefs, Implementation Decisions, Procurement Decisions, quarterly Program Management Reviews (PMRs), Probability of Program Success assessments, and Risk Management reviews. The contractor shall deliver briefings and presentation materials via multi-media methods—such as Microsoft PowerPoint, net-conferencing, digital imagery, and digital video—per guidance provided by the Government. Draft documents shall be delivered for Government review and approval.

**2.1.6** The contractor shall develop and manage a procurement tracker database on the EMC2 SharePoint in order to assist in tracking purchasing, designation, receipt,



inventory, and disposal of all EMC2 hardware and components. The contractor shall maintain data input to ensure that information is up to date and re-loaded as required onto the PfM CES, PM C2S SharePoint sites as required.

**2.1.7** The contractor shall update programmatic, logistic, contractual, engineering, and technical information in The Online Project Information Center (TOPIC) and other approved data source databases.

**2.1.8** The contractor shall develop, establish, track, monitor and manage PM C2S's program and project Integrated Master Schedules (IMS) using Microsoft Project and other presentation tools, as required. The contractor shall maintain the IMS updates for existing Engineering Change Proposals (ECPs) and develop an IMS at the introduction of a new ECP in order to support the battle rhythm and Plan of Action & Milestones (POA&M). Additional work efforts will include, but may not be limited to, utilizing "OnePager" and "Microsoft Project" software to generate reports. Reports are required on the 6<sup>th</sup> of every month or the next business day if the 6<sup>th</sup> falls on a weekend or Federal holiday. The Government reserves the right to request ad hoc reports on an as needed basis (no more than three per month). Additionally, on an ad hoc basis (no more than two per month) the contractor will be required to generate specific reports based on competency, efforts, and schedules; and IMS reports to support short-fused taskers. The contractor must develop, top to bottom, a program IMS to ensure compatibility with required software and consistency across the Program Office IMS. In doing so, the contractor must suggest, for Government approval, a consistent naming convention for the critical items required by the PM in data reports.

**CDRL B001: DI-MISC-80508B, Technical Report-Study/Service**

**2.1.9** The contractor shall support EMC2 meetings, delivering the documents generated IAW CDRLs B003 and B004 by 1) scheduling meetings and developing agendas; 2) developing briefings; 3) recording meeting minutes and capturing action items; 4) subject to Government approval, publishing final meeting minutes and action items; 5) tracking action items through completion; and 6) maintaining records of meeting activities.

**CDRL B003: DI-ADMN-81505, Report, Record, or Meeting Minutes**

**CDRL B004: DI-ADMN-81373, Presentation Material**

**2.1.10** The contractor shall access, retrieve, and input data/documents from the Department of Navy (DoN) Tracker. The contractor shall plan, draft, coordinate, track, and, following Government approval, complete tasks received by PM C2S through the DoN Tracker. The contractor shall also research and draft EMC2 Team and PM C2S responses to data calls from outside activities. After Government approval of the foregoing documents, the contractor will deliver the approved document to the requestors (e.g., Headquarters Marine Corps (HQMC) Command, Control, Communications, and Computers (C4) and Marine Corps Combat Development Command (MCCDC)).

**2.1.11** The contractor shall support the Configuration Manager (CfM) and program IPTs

The contractor shall support the planning and execution of EMC2 team configuration management activities by, for example, developing documentation, monitoring configuration changes, and providing Configuration Management (CM) expertise to the PM's portfolio IAW B002.

**CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.1.12** The contractor shall deliver a Monthly Status Report (MSR) to the COR within ten working days after the end of each calendar month. The MSR shall detail the contractor's efforts, including: work accomplished and trips taken during the month; monthly and cumulative labor hours expended; work and travel planned for the next 90 days; and, anticipated problem areas. The contractor shall submit an MSR in their standard format to the Government within ten working days after contract award. The COR will review, discuss, and approve an acceptable format with the contractor.

**CDRL B005: DI-MGMT-80368A, Status Reports**

**2.1.13** The contractor shall have knowledge of DoD risk management principles and have familiarity with the DoD Risk Management Guide. In accordance with the PM C2S Risk Management Plan, the contractor shall conduct risk identification, prepare a top level assessment of the impact or risk, develop risk mitigation strategies, and report and track risks within the Risk Management Plan. This includes addressing action items, preparing agendas and presentation materials, participating in monthly Risk Review Boards (RRBs), and quarterly Risk Management Boards (RMBs). The contractor shall focus on the critical areas that could impact the EMC2 team and impact performance results related to cost, schedule, and performance.

**CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.2 Logistics Support Services.** As part of the NOTM program Life Cycle Logistics (LCL) team, the contractor shall provide logistics support services, as described below, to the Integrated Product Team (IPT) logisticians developing and executing NOTM program acquisition logistics and sustainment activities. Required travel to support these efforts can be found in PWS paragraph 1.7.

**2.2.1 Logistics Program Office Support**

**2.2.1.1** The contractor shall draft, review and analyze LCL documentation, data, logistics input supporting briefs and taskers (e.g., Fielding Plans, Disposal Plans, Instructional Type Documents, Stocklists, Technical Manuals, and Logistics Requirements & Funding Summaries) during team program lifecycles and milestones/events.

**CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.2.1.2** The contractor shall draft, review their work, analyze, and deliver all logistics documents relating to EMC2 IPTs. The contractor shall deliver lifecycle logistics

recommendations during EMC2 IPTs. The contractor shall provide support to the IPT by developing and utilizing the tools determined necessary by the Government IAW applicable DoD, Department of Navy (DoN), and MCSC policies and guidelines. The contractor support shall include, but is not limited to, recording meeting minutes during all logistics meetings; scheduling and organizing resources (e.g., reserving phone bridges and conference rooms, coordinating IPTs, tracking attendance, etc.) in support of logistics meetings and events (e.g., IPTs, document reviews, Technical Manual Validation/Verification events, Independent Logistics Assessments, Conferences, etc.). The contractor is also responsible for drafting summary reports, meeting minutes, closure reports, and executing processes detailed within the NOTM program Logistics IPT Charter; identifying, recommending, and instituting continuous Integrated Product Support and strategy process improvements; coordinating Self-Assessments and Logistic Assessment reviews, and consolidating comments; and configuring/maintaining the EMC2 Logistics Action Item Tracker and Logistics documents via the EMC2 (SharePoint).

#### **CDRL B002: DI-MGMT-81607, Acquisition Support Documentation**

**2.2.1.3** The contractor shall access to, and have advanced knowledge and understanding of, populating, extracting and reporting data from, the following databases: TFSMS, Global Combat Support System-Marine Corps (GCSS-MC), Total Life Cycle Management-Operational Support Tool (TLCM-OST), Joint Electronics Type Designation Automated System; Marine Corps Training Information Management System, TOPIC, Life Cycle Modeling Integrator/ the Marine Corps Technical Pub repository [www.logway.mceits.usmc.mil/LOGWAY](http://www.logway.mceits.usmc.mil/LOGWAY), the DoD Item Unique Identification (IUID) Repository and Marine Corps Temporary Data Storage Repository for IUID, and any future mandated databases or software.

**2.2.1.4** The contractor shall update Equipment Off-Property Records and Military Equipment data (e.g., the Table of Authorized Material Control Number, program name, serial number, contract number) and load Key Supporting Documentation (KSD) into the Marine Corps Financial Improvement Audit Readiness (FIAR) SharePoint site associated with the birthing of military equipment, to include the development and delivery of all documentation in support of product accountability.

**2.2.1.5** The contractor shall access and extract monthly and quarterly reports and quad charts from the TLCM-OST database and GCSS-MC, and report potential issues such as dead lined systems, readiness dropping below system readiness thresholds, and property accountability discrepancies.

**2.2.1.6** The contractor shall access and, at the discretion of the MCTSSA, enter data into the Knowledge & Incident Management System (KIMS). The contractor will analyze KIMS reports and readiness reports to identify failure trends and determine if the trends are related to design equipment or training.

**2.2.1.7** The contractor shall monitor the inventory of fielded systems for Total Life

Cycle Systems Management. The contractor shall monitor, and track EMC2 material deliverables and report discrepancies found in integrator records of inventories. The contractor shall schedule and follow the delivery of serialized Original Equipment Manufacturer components to ensure proper accountability of fielded systems and test articles. The contractor shall help coordinate and conduct annual onsite inventories across all labs, integrators, and contractor's facilities by delivering a written report that can be incorporated with standard trip reports.

**2.2.1.8** The contractor shall conduct Level of Repair Analyses, Depot Source of Repair Analyses, Job Task Analyses (to include evaluation of system design, tasks, jobs, and environments to make them compatible with the needs, abilities, and limitations of Marines) and sparing analyses.

**2.2.1.9** The contractor shall provide onsite liaisons at both I and II Marine Expeditionary Force (MEF) to communicate the Program Management Office (PMO) plans associated with fielding and sustainment events. When directed by the PMO, the contractor will communicate and coordinate with MEF leadership the necessary support activities to successfully field and train marines regarding NOTM systems and ECPs to those systems. The contractor will continuously monitor and evaluate the PMO's product support strategy over the life of the systems and inform the PMO of any sustainment failure trends or issues. The contractor will provide a weekly report of activities completed and events coordinated.

#### **CDRL B003: DI-ADMIN-81505, Report, Record or Meeting Minutes**

**2.2.1.10** The contractor shall support all NOTM program disposal activities, retaining a copy of all disposal documents and delivering those copies to the COR, which will assist the Lead Logistician in completing FIAR related actions and associated KSDs.

**2.2.1.11** The contractor shall coordinate the fielding schedule IAW NOTM program Fielding Plans and input/update this plan in TFSMS continuously until all fielding events have been completed. The contractor shall deliver a Table of Organization and Equipment Change Request (TOECR) to update the shipped quantity in TFSMS upon completing each fielding event.

**2.2.1.12** The contractor shall provide a Material Fielding Team (MFT) to assist with managing inventory, inspections, "hand-off" activities, and resolve discrepancies identified during the fielding event. The contractor shall work with units gaining property to ensure fielded systems are added to the unit's property records.

**2.2.1.13** Upon completion of each fielding event, the contractor shall ensure all receiving documents are signed and shall obtain a copy of all shipping and receiving documents (DD Form 1149/1348) and CCI (SF-153) documents and deliver an electronic copy to the Lead Logistician for fielding records. The contractor shall ensure the system(s) and associated KSD(s) are uploaded to GCSS-MC and MCSC FIAR SharePoint Site (as applicable). The contractor shall ensure that all IUID marked property is loaded in the

IUID registries.

**2.2.1.14** The contractor shall evaluate equipment components, determine if components are currently in the supply system or if a suitable substitute is available, and deliver recommendations as a part of the selection for systems and system components.

**2.2.1.16** The contractor shall interface with Marine Corps Logistics Command and other activities to coordinate equipment transportation and shipping requirements.

**2.2.1.17** The contractor shall ensure that their efforts align the program's system maintenance strategy. As directed by the Government representative the contractor shall draft and complete supply and provisioning activities to include National Stock Number attainment, system provisioning and provisioning conferences, obsolescence management, Recommended Buy List development and management, sparing levels, and Nomenclature requests.

**2.2.1.18** The contractor shall assist in completing Configuration Audits, Logistics Demonstrations, and Physical Teardowns of equipment in preparation for a system refresh, movement, or other events.

**2.2.1.19** The contractor shall develop, analyze, and deliver recommendations to the Government on Bill of Materials, Technical Data Packages, and Engineering Drawings for Provisioning.

**2.2.1.20** The contractor shall monitor the attainment of spare/repair parts and advise LCL of status to ensure scheduled fielding plans are not adversely impacted.

**2.2.1.21** The contractor shall assist in resolving warranty issues and coordinating warranty exchanges as needed. The contractor shall assist in resolving user maintenance issues.

**2.2.1.22** The contractor shall provide Logistics participation in, and record minutes for, technical documentation validation, verification, production configuration audits, and NOTM program testing and training events as directed.

**CDRL B003: DI-ADMN-81505, Report, Record, or Meeting Minutes**

**2.2.2 Equipment Specialist Support Services.** The contractor shall provide onsite, in Albany, Georgia, Equipment Specialist(s) to serve as Logistics, Provisioning, and Technical Subject Matter Experts.

**CDRL B001: DI-MISC-80508B, Technical Report-Study/Service** applies to all subsections under 2.2.2

**2.2.2.1** The contractor shall provide supply chain analysis and product support input to new procurement decisions and their associated technical data packages.

**2.2.2.2** The contractor shall compile, maintain, and revise quantitative and category data for tools, parts, components, standardized maintenance procedures, and production techniques needed for efficient field use and maintenance.

**2.2.2.3** The contractor shall review system performance data against performance requirements standards as outlined in the program's capabilities documents and the performance specification and deliver recommend actions and other corrective measures.

**2.2.2.4** The contractor shall revise repair manuals, technical bulletins, and supply catalog data, as required, and deliver the same to the Government.

**2.2.2.5** The contractor shall analyze and deliver recommendations pertaining to technical problems received from users and data catalogers to resolve complex technical issues.

**2.2.2.6** The contractor's employees shall have the following minimum knowledge, ability, and skills (KSA's):

- Advanced knowledge of Microsoft Office (Word and Excel)
- Intermediate knowledge of the Marine Corps Interactive Computer Aided; Provisioning System and the ability to navigate the system
- Intermediate ability to perform technical analysis of Product Quality Deficiency Reports and to navigate the Product Data Reporting and Evaluation Program website
- Intermediate ability to perform technical analysis of DLA-339s and to navigate the Defense Logistics Agency Enterprise Portal
- Intermediate knowledge of the 3270 system (Item Apps and Sub-System 10)
- Intermediate Ability to develop documents from scratch or by using a template in Microsoft Word
- Intermediate ability to analyze and understand Provisioning Parts Lists and Bills of Materials
- Intermediate ability to review and understand drawings
- Basic ability to review Navy Manpower Analysis Center 10772s for validity and, if applicable, to update Technical Manuals
- Basic ability to prepare the Initial Issue Provisioning documentation

**2.2.3 Manpower, Personnel, and Training (MPT) Services.** The contractor shall provide the EMC2 team with Integrated Product Support of MPT requirements for the NOTM FoS. They will be responsible for developing and delivering all MPT related analysis and documents as well as developing and executing the New Equipment Training (NET) necessary to field and support the NOTM FoS.

**2.2.3.1** The contractor shall, as directed, evaluate the doctrine; organizational structure; manpower, personnel, and training requirements (e.g., core skill sets, Military Operational Specialties (MOS) qualifications, and tasks to be trained) necessary to achieve the system's intended operational capability and identify any deficiencies and

provide recommended action.

**2.2.3.2** The contractor shall provide Subject Matter Expert (SME) support for the development and validation of technical manuals. Subject Matter Expertise for this effort would include knowledge and understanding of DoD supply and technical instruction and implementation.

**2.2.3.3** The contractor shall develop and update training packages (e.g. creating Lesson Plans, Periods of Instruction, and PowerPoint Presentations to include digital and/or online format) to support New Equipment Training (NET) and Instructor & Key Personnel (I&KP) training events for EMC2 programs. The contractor shall designate an individual as a curriculum developer. The curriculum developer shall lead the development effort as well as coordinate with the Program MPT Lead and Project Officer. Curriculum support for EMC2 shall include assisting in the validation of NET products developed by external agencies and/or third party vendors. In addition to providing curriculum support, the contractor shall evaluate existing NET packages for measures of effectiveness, validate training materials and processes, and support program office personnel during training events as required.

#### **CDRL F001 DI-PSSS-81523 - Training Conduct Support Document**

**2.2.3.4** The contractor shall deliver onsite NET to the operating force and supporting establishment per published fielding plans.

**2.2.3.5** The contractor shall provide SME support to ongoing MPT processes.

**2.2.3.6** Manpower, Personnel, and Training Analysis Report. In support of any NOTM FoS MPT efforts, the contractor shall analyze the manpower, personnel, and training requirements for the equipment's operation, maintenance, and support. This report shall include:

- The completing of a Principle End Item (PEI) Baseline Comparison identifying variances between current and emerging operator, maintainer, and support personnel manpower and Total Force Structure (TFS) requirements to include identification of current job skill sets
- Conducting a Job Task Analysis in concert with government personnel and applying sound analytical processes and technical expertise to identify critical job tasks, and the prerequisite skills needed to operate, maintain, and support NOTM systems
- Recommending which tasks and skills are applicable to operating and maintaining NOTM systems, identifying the primary MOS, and any additional MOS, that have the potential to operate and/or maintain NOTM systems.
- Performing methods and media analysis to select the devices, technology, and trainers to be used as a part of the training system for the operator and maintainer training.

- Coordinating as a liaison with the respective MOS representatives. The contractor shall develop new equipment training materials including, but not limited to, lesson plan, electronic media, and student handouts. The Contractor shall designate an individual as a curriculum developer for new equipment training. The curriculum developer shall lead the development effort as well as coordinate with the Program MPT Lead and Project Officer.
- Analyzing data collected and recommending potential Training Aids, Devices, Simulators, and Simulations (TADSS) that would support the increased transfer of learning while minimizing total lifecycle cost.
- Generating Manpower, Personnel, Training (MPT) Analysis data, presenting it to the MPT IPT, and facilitating discussions to determine plausible Courses of Action (COAs) commensurate with identified program constraints, TFS, and related variables for NOTM FoS. The contractor shall then conduct an MPT Business Case Analysis resulting in recommended COAs that identify the required resources to cover the full spectrum of manpower, personnel, and training Life Cycle Support. The resulting COAs shall be based upon a methodology that 1) Does not increase formal learning center operator or maintainer training, unless supported by substantial justification; 2) is fiscally responsible and sustainable over the life cycle of the program; and 3) capitalizes on current instructional practices.

CDRL B001: DI-MISC-8050B, Technical Report-Study/Services

**2.2.3.7 Manpower, Personnel & Training Plan (MPTP).** After approval of the MPTA, the contractor shall draft and deliver the MPTPs using the data derived from the MPTA. The MPTP is the PM's manpower, personnel support, and training strategy, covering the whole spectrum of training activities including NET, Instructor & Key Personnel Training (I&KPT), Accession Level Training, and Incidental Operator Training. The MPTP's shall also identify milestones for completing MPT-related analyses and subsequent updates to the MPTP for NOTM FoS. The MPTP shall be revised to conform to current MPTP formats.

- The contractor shall deliver an electronic, draft NOTM FoS MPT Plan in the format specified in the Government's approved guidance at a date agreed to by the Government and within the timeline established within MPT POA&M. The Government will coordinate review with the MPT IPT and provide consolidated feedback within thirty (30) days of receipt
- The contractor shall conduct an In-Progress Review (IPR) as requested by the MPT IPT
- The contractor shall make all corrections directed by the MPT IPT Chair and deliver a revised version to the Government within an agreed-to timeline. Upon verifying the changes, the Government will conduct an MPT IPT to perform a final review of the draft NOTM FoS MPT Plan and gather the NOTM FoS MPT IPT's endorsement signatures. The Government will conduct the IPT at a location and date mutually agreeable to the Government and contractor and within the timeline established within POA&M. The duration of the IPT will not exceed 1



- day
- Upon the Government PM's formal endorsement of the NOTM FoS MPT Plan, the contractor shall complete the administrative work necessary to staff the endorsed NOTM FoS MPT Plan to the Director, Capabilities Development & Integration Division, Deputy Commandant CD&I, and the Head, G-3 Current Operations, TECOM for formal approval. The contractor's MPT POA&M shall allow up to 60 calendar days to staff the MPT Plan, once endorsed by the Government PM. Upon the Government's formal approval of the NOTM FoS MPT Plan, contractor shall deliver one signed electronic and three signed printed color copies of the final document

**CDRL B001: DI-MISC-8050B, Technical Report-Study/Services**

**2.2.3.7.1 Training Aids, Devices, Simulators, and Simulations (TADSS).** When directed by the Government, the contractor shall coordinate with the Program Manager for Training Systems in Orlando, Florida, and deliver the NOTM FoS MPT data and support appropriate for the development and procurement of TADSS.

**2.2.3.7.2 Training Support.** The contractor shall, as directed, evaluate training plans to support testing, fielding, and user training for NOTM programs and provide recommendations for updates.

**2.2.3.7.3 Curriculum Development & Updates.** The contractor shall develop, update, and deliver training packages (e.g., Lesson Plans, Periods of Instruction, PowerPoint Presentations) to support NET and I&KP training events for EMC2. The training package shall adhere to the SAT User Guide, NAVMC 1553.1. The contractor shall designate an individual as a curriculum developer. The contractor curriculum developer shall lead the development effort and coordinate with associated program offices: HQMC I&L (OCC Field Sponsor), and TECOM G-3. Curriculum support for COC shall be limited to validating, IAW MCO and DoD standards, NET products developed by external agencies or vendors. In addition to curriculum support, the contractor shall update existing NET packages; validate training materials and processes, and support program office personnel during training events.

**CDRL F001 DI-PSSS-81523 - Training Conduct Support Document**  
**CDRL F002 MIL-PRF-29612B – Training Data Products**

**2.2.3.7.4 Human Systems Integration.** The contractor shall assist the Government in analyzing and applying effective Human Systems Integration (HSI) principles and design activities during design, development, production, and operation. The contractor shall assist the Government by ensuring Human Factors Engineering, Manpower, Personnel, Training, Environment, Safety, Occupational Health (ESOH), Personnel Survivability, and Habitability aspects and requirements have been coordinated and incorporated into the layout, design,

and development of systems having operator, maintainer, and supporter interfaces. Human Factors Engineering (HFE) aspects of the HSI program shall be conducted IAW MIL-STD-46855A. ESOH aspects of the program shall be conducted IAW MIL-STD-882E. Personnel Survivability and Habitability shall be addressed by the HFE and ESOH programs.

**2.2.3.7.5 Human Factors Engineering.** The contractor shall assist the Government in analyzing design requirements to ensure the development of effective man-machine interfaces and preclude system characteristics that require: extensive cognitive, physical, or sensory skills; complex manpower or training intensive tasks; or result in frequent or critical errors. The contractor shall identify HFE tasks in the delivered CDRLs to ensure that all systems will be designed to account for human capabilities and limitations and shall design systems, equipment, and user interfaces in compliance with established design standards.

#### CDRL A002 MIL-STD-1472 – Human Engineering

**2.3 Financial-Business Management Support Services.** The contractor shall provide specific Financial-Business Management Support Services to include the following:

**2.3.1** The contractor shall provide financial management support to the EMC2 team in the following ways: preparing funding documents, completing financial tracking tasks, engaging in report development, updating financial data, analyzing budget information, formulating the EMC2 budget, and developing and delivering Financial Management briefings.

**2.3.2** The contractor shall deliver financial documentation to support Program Objective Memorandum (POM) submissions, budget exhibits, Program Execution Plan (PEP) briefs, PMRs, Mid-Year Reviews (MYRs), Congressional Briefings, and other financial portions of briefings.

**2.3.3** The contractor shall draft and deliver budget execution reports addressing execution tracking, variance reporting, financial data updates, budget analysis, controls tracking, and tri-annual report preparation. The contractor shall track, update, and maintain the status of commitments, obligations, liquidations and expenditures of prior and current year funds through the use of Procurement Requirements (PR) Builder and as reported in Standard Accounting, Budgeting and Reporting System (SABRS), ReportNet, and the USMC portion of the Naval Sea Systems Command (NAVSEA) Headquarters System (NHS) and CERBERUS. The contractor shall maintain project checkbooks, budget spreadsheets, and financial planning documentation for the EMC2 team and its projects.

**2.3.4** The contractor shall attend and participate in various IPRs, IPTs, and WGs. The contractor shall capture meeting minutes and, upon Government concurrence, disseminate to Program Financial Managers (FMs).

**CDRL B003: DI-ADMIN-81505, Report, Record or Meeting Minutes**

**2.3.5** The contractor shall maintain access to all financial systems to include C2S SharePoint and the electronic funding action request (eFAR) module and prepare funding documents using P.R. Builder and deliver these documents to designated government personnel for approval.

**2.3.6** The contractor shall deliver weekly reports to the team FM regarding funding actions as needed.

**CDRL B005: DI-MGMT-80368A, Status Reports**

**2.4 Engineering Support Services.** The contractor shall provide specific Engineering Services to include, but not be limited to, the following:

**2.4.1 General Services:**

- Recording meeting minutes during engineering meetings;
- Scheduling resources in support of Technical Reviews (TR) (phone bridge, conference room reservations, collaborative services);
- Assisting in the drafting and delivery of summary reports, closure reports, Systems Engineering Technical Review (SETR) reports;
- Serving as the Request For Action (RFA) manager by executing processes detailed within the SETR 2.0 Process Guide;
- Identifying, recommending, and instituting continuous TR process improvements;
- Coordinating technical reviews;
- Coordinating Technical Review Action Plan (TRAP) reviews and consolidating comments;
- Configuring / Maintaining the SETR portal for EMC2 TR events (SharePoint);
- Archiving TR information;
- Reviewing and posting Technical Review Data Package (TRDP) items to the applicable repository;
- Reviewing, managing and developing draft responses to RFAs;
- Conducting audits of TRDP items against SEP table 4.4-1 / TRAP before Kickoff/Entrance Criteria Meetings;
- Facilitating TR meetings (Kickoff, RFA Scoring, confirmation brief);

**2.4.2 Systems Engineering.** The contractor shall provide Systems Engineering services to the EMC2 team. The contractor shall:

**CDRL B001: DI-MISC-80508B, Technical Report-Study/Service** applies to all subsections under 2.4.2

**2.4.2.1** Review and deliver recommendations regarding designs and fabrication of materiel solutions provided by Government and civilian contractors; deliver written evaluations to include observations and recommendations of proposed solutions.

**2.4.2.2** The contractor shall provide onsite engineering support at NIWC-Atlantic in order to assist with ECP implementation, coordinate and execute test events and SETR events, to continuously monitor and evaluate the product support strategy, and to support future fielding efforts, as directed.

**2.4.2.3** The contractor shall develop, and execute the PM C2S configuration control plan by attending and advising the Team during Configuration Control Board events, as required. This includes understanding form, fit, function, and interface requirements of the EMC2 products. The principles contained in EIA-649, National Consensus Standard for Configuration Management (CM), and MIL-HDBK-61A, Configuration Management Guidance, can be used for guidance as well as related MARCORSYSCOM acquisition and engineering policies.

**2.4.2.4** Assist in coordinating efforts to identify and evaluate technical solutions and system design enhancements to improve overall system capabilities identified by the users' current operational capabilities documentation and other capability needs when defined.

**2.4.2.5** Coordinate of EMC2 systems engineering tasks, issues, processes, and other EMC2 items of interest.

**2.4.2.6** Assist with collecting, analyzing, transforming, disseminating, and developing engineering-related programmatic documentation supporting command decisions and briefings. This includes developing, drafting, and delivering technical documentation such as the System Engineering Plan (SEP), Program Protection Plan, Baselines (Functional, Allocated, and Product), Information Assurance (IA) Vulnerabilities Management Plan (IAVMP), Clinger-Cohen Act (CCA) packages, Technical Review Action Plans (TRAPs) for SETR events, and other technical, programmatic, or briefing documentation as required to meet acquisition requirements.

**2.4.2.7** Draft necessary content and facilitate reviews, revisions, and signature staffing of ECPs. Assist the program office with development of associated change initiation briefs. Coordinate with necessary organizations for input such as cost, schedule, and technical approach.

**2.4.2.8** Support CM of documentation, systems, and sub-systems through preparation, review, and tracking of ECPs IAW the applicable Configuration Management Plan. Support and attend program CM review boards as required.

**2.4.2.9** Support the development of the NOTM program Requirements Traceability Matrix (RTM) ensuring full traceability of sub-system specifications to system specs, performance specs (PSpec), requirements and capability statements from CDDs and corresponding Capabilities Requirements Change. Ensure the RTM can be filtered by applicable system and identifies which requirements/specs are in scope for each test

event. Ensure the RTM is updated with test results after final scoring by the Technical Review Board. Maintain continuous coordination with the Requirements Database Manager to ensure information in the requirements database is consistent with the RTM. Ensure requirements/specs in test plans and reports are consistent with the RTM and requirements database to include requirements identifier, description, test method, and test results.

**2.4.2.10** Support the necessary development, review, analysis, update, delivery, and management of technical documentation such as Systems Requirements Document, Work Breakdown Structure (WBS) and all lower-level system requirements documentation such as Hardware Requirements Specification, Software Requirements Specification (SRS), Interface Requirements Specification, Hardware Design Description, Interface Design Description, ICD), PSpec and Systems/sub-systems specification.

**2.4.2.11** Support the program in DMSMS activities to identify and deliver documentation identifying proposed EMC2 system risks, concerns, product baseline impacts, technical or programmatic solutions that provide technically sound observations and recommendations of proposed solutions.

**2.4.2.12** Support the architecture development IAW the DoD Architecture Framework (DoDAF) Version 2.02. The contractor shall provide DoDAF subject matter expertise and tool support (Casewise and System Architect) for modifications of existing architectural products and development of all necessary DoDAF Views to support requirements of an Information Support Plan (ISP) and Joint Interoperability Test Command (JITC) testing.

**2.4.2.13** Provide subject matter expertise to support the development of an ISP.

**2.4.3 Test and Evaluation Services.** The contractor shall provide Test and Evaluation (T&E) services to the EMC2 team, consistent with current CES T&E policy and MCSC T&E Handbook guidance.

CDRL B001: DI-MISC-80508B, Technical Report-Study/Service applies to all subsections under 2.4.3.

**2.4.3.1** The contractor shall review, and advise Government personnel with respect to, all applicable T&E policy to include the Director, Operational Test & Evaluation, Deputy Assistant Secretary of Defense for Development Test and Evaluation (DT&E), JITC, CES and MCSC T&E Handbook guidance.

**2.4.3.2** The contractor shall observe the preparation and execution of the testing and demonstration of system capabilities and assist in verifying that the provider's (Government or contractor) documentation and solutions (hardware, software, and total system) are adequate and acceptable to MCSC. This includes developing, drafting, and delivering the associated technical documentation such as Test and

Evaluation Master Plan, Test and Assessment Plans, Test Procedures, Data Analysis Plans, Test Reports, Assessment Reports, and Capabilities and Limitation reports, as written deliverables.

**2.4.3.3** The contractor shall ensure recommended T&E strategies are coordinated and consistent with the SEP.

**2.4.3.4** The contractor shall support the coordination of EMC2 test and evaluation tasks, issues, processes, and other EMC2 items of interest.

**2.4.3.5** The contractor shall advise and deliver recommendations to ensure that DT&E requirements are addressed in all phases of the acquisition life cycle process.

**2.4.3.6** The contractor shall prepare for and support Test Readiness Review events.

**2.4.3.7** The contractor shall prepare for and support Test Review Board events as outlined in the MCSC Systems Engineering Technical Review (SETR) Handbook.

**2.4.3.8** The contractor shall preview test reports for adequacy and deliver recommendations to support engineering and milestone decisions.

**2.4.3.9** The contractor shall make recommendations for the selection of appropriate test ranges, test facilities, laboratories, and test sites and assist the program office with their coordination.

**2.4.3.10** The contractor shall recommend equipment and resources required to support all test events.

**2.4.3.11** The contractor shall participate in the development of requirements/capabilities documents and ensure requirements are testable and traceable to operational capabilities.

**2.4.3.12** The contractor shall prepare a Feasibility of Support message, IAW MCSC procedures for tests that require Marine operational support, including Developmental Testing and Fleet User Evaluations.

**2.4.3.13** The contractor shall provide on-site test manager support for all major test events IAW the Integrated Government Schedule (IGS).

**2.4.3.14** The contractor shall send test support personnel to appropriate training courses as needed to obtain licenses for NOTM platforms in order to support test events, as directed by the Government.

**2.4.4 Exercise and Experimentation Support.** The contractor shall support the planning, execution, analysis, and reporting of exercises, experiments, technology demonstrations, interoperability events, and user evaluations, as directed, including, but

not limited to: Island Marauder, Bold Quest, Marine Corps Warfighting Lab experiments, integration of other Program of Record systems, Joint All-Domain Command & Control, and Steel Knight exercises.

**2.4.5 Program Protection Support Services.** The contractor shall provide specific Program Protection Support Services to include the following:

- The contractor shall work closely with the Systems Security Engineer and Program Security Specialist to ensure that all technology protection document development, updates, and staffing are accomplished as depicted in the Program's IGS and as described in the Defense Acquisition Guidebook
- The contractor's employees require access to classified source data up to, and including, SECRET in support of this work effort; therefore, the contractor's employees must have a current favorably adjudicated security clearance investigation and, at a minimum, an eligibility determination of SECRET, as required by DoD Manual 5200.01, Volume 1
- The contractor shall support the Critical Program Information (CPI) IPT as required by DoD Directive 5200.39 and described in the Assistant Secretary of Navy Memorandum, "Required Use of Standardized Process for the Identification of CPI in DoN Acquisition Program," 20 Feb 2008
- The contractor shall support the development, review, and update of the Program Protection Plan (PPP), as required by DoD Instruction 5000.02 and described in PDUSD Memorandum, "Document Streamlining – PPP", 16 Jul 2011.

**2.4.6 Safety Services.** The contractor shall provide safety services for all PM C2S programs by:

**2.4.6.1** Providing, as directed, the following safety documentation:

- Risk Acceptance Letters, with Safety Assessment Report
- Hazard Logs/Analysis Safety Releases
- NAVSEA Lithium Battery Certifications
- National Environmental Protection Act Compliance documentation
- Programmatic Environmental, Safety, and Health Evaluation
- Safety of Use Messages (as required, for mishaps that occur within the Fleet)
- Safety Schedules/inputs to teams' IMS
- Other supportive documentation, as required

**CDRL A001 MIL-STD-882E – System Safety**

**2.4.6.3** Working with team leads, engineers, and logisticians to ensure a safety schedule to cover all needed safety analyses to support team test events and fielding decisions.

For the PM C2S portfolio of programs safety analyses will support conceptual

development solutions, acquisition programs of record, sustainment actions to support fleet availability, safety analysis of integrated solutions across various platforms, and critical safety analysis for safety mishaps within the fleet.

The contractor shall provide safety support to the NOTM family of systems in an accelerated capacity due to operational priorities and program fielding acceleration which includes but is not limited to the following; development and demonstration events, Engineering Change Proposal (ECP) support with multiple phases of testing to include transportability certification testing;

The safety contractor shall provide support across all of PM C2S. Responsibilities will be to support the PM C2S Technical Support Staff (TSS) for Safety. The contractor shall coordinate with the PM C2S TSS for safety for specific tasking efforts. As TSS for safety, the contractor will conduct reviews and adjudicate comments on all safety deliverables discussed above for all PM C2S teams. Additionally the contractor will work with team leads, engineers, and logistics to ensure a safety schedule is in place to cover all needed safety analyses to support team test events and fielding decisions.

**2.4.6.4** Maintaining experience and familiarity with the applicable safety guidance, to include Executive Order 12114 (Environmental Effects Abroad of Major Federal Actions), MCO 5090.2 (Environmental Compliance and Protection Manual), MIL-STD-882 (U.S. Department of Defense Standard Practice for System Safety), and other safety-related MIL standards.

CDRL A001 MIL-STD-882E – System Safety

### **3.0 Security and Cyber Security Requirements**

**3.1 General.** This contract will require the contractor to have a Secret Facility Clearance and require certain contractor employees to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance prior to classified performance. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with DoD, DoN, and Marine Corps Information and Personnel Security Policy to include having a completed background investigation (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

Contractor Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S  
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Personnel Security (PERSEC) Office at 703-432-3374/3952 if any contractor employee performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor employee performing on this contract, regardless of whether a Joint Personnel Adjudication System



(JPAS) Incident Report is delivered. The FSO shall notify the Government in writing within 24 hours of any contractor personnel being added to or removed from the contract if that person has been granted classified access, issued a Common Access Card (CAC), or issued a MCSC building access badge.

**3.2 Common Access Cards.** The COR will request issuance of a CAC for those contractor employees performing on this contract who are identified as requiring a CAC in order to perform their job function. IAW Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12, all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's JPAS record must indicate a completed and favorably adjudicated PSI or, at a minimum, that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1, or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the contractor FSO is responsible for immediately revoking the CAC and retrieving and returning it to the COR or the issuing office.

FSOs are responsible for notifying the MCSC AC/S G-2 PERSEC Office at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC.

**3.3 Defense Biometric Identification (DBID) Card.** Certain contractors may require the issuance of a DBID card to gain access to Marine Corps bases/stations. The contractor must identify those contractor employees who must perform on this contract that require a DBID card to perform their job function aboard the base, and if the COR concurs, the COR will sponsor those employees for issuance of a DBID. All contractor personnel accessing Marine Corps Base Quantico and MCSC must comply with Access Control policy identified within MCSCO 5530.2A Access Control Order.

**3.4 Marine Corps Base Quantico (MCBQ) Installation Gate Access.** Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e., Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates before in order to grant the person access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ, who do not receive a CAC in support of this contract effort and do not already have an acceptable PIV, are eligible for a DBID card if sponsored by the COR. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordinating with the COR and the MCSC, AC/S G2, Physical Security team (PHYSEC). To obtain a DBID card, the contractor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC team via encrypted email to [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), faxing to 703-432-3481 (attn.: Physical Security), or a hand-delivered typed hard copy to the PHYSEC team at Building 2200. The MCBQ PMO will use the information on the Vendor Screening Form to conduct a background check. The contractor will be notified of their contractor screening background check results by the PHYSEC team and/or COR. Contractor employees who do

not meet the eligibility standards will not be cleared for access onto MCBQ or MCSC. Contractor employees who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link provided by the PHYSEC team or the COR. Once the contractor employee has completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand-carried by the contractor employee to MCBQ PMO, Bldg. 2043, between the hours of 0700 - 1500 to be issued the DBID card. DBID cards will be valid for a period of 3 years, regardless of contract expiration. For contracts exceeding 3 years, credentials will need to be reactivated at the Visitor Control Center. For additional questions regarding the submission of the Vendor Screening Form or access requirements, you may contact the PHYSEC team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), or by calling 703-432-3964/3909.

**3.5 Marine Corps Systems Command Facility Access.** All contractor personnel accessing MCSC facilities/buildings must comply with the access control policy identified within the MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires the use of a Command facility access badge issued by the PHYSEC team. Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered "onsite" contractors, and will be issued a green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered "off-site" contractors and may be issued an orange badge with the holder's photograph.

Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Contractor personnel may be issued a MCSC facility badge before issuance of a CAC or DBID card; however, receipt of an unfavorable response for a background or security clearance will result in the deactivation of any currently issued MCSC facility access badge. All other contractors supporting this contract who do not meet the "green" or "orange" badge standards shall be required to have their visit to MCSC approved in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website. Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website.

Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a "white," "powder blue," or "green" badge can be reasonably coordinated. Contractors possessing an "orange" badge are not authorized to escort visitors without an approved Visitor Notification on file. All "green" and "orange" badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700. Unescorted access outside of these times, to include federal holidays, furloughs, shutdowns, etc., is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), or by calling 703-432-3964/3909.

**3.6 Information Assurance (I.A.) Controls.** The contractor shall incorporate the baseline security controls, as described in the National Institute of Standards and Technology (NIST) Special Publication 800-53 and 800-171. The security requirements referenced in the NIST publication apply to all components of nonfederal systems and organizations that process,

store, or transmit Controlled Unclassified Information (CUI) or that provide security protection for such components. The contractor shall:

- Fully implement Multifactor Authentication, IAW NIST SP800-171, 3.5.3, NIST SP 800-53 IA-2(1)(2)(3)
- Fully implement FIPS 140-2 Validated Encryption, IAW NIST SP 800-171, 3.13.16; NIST SP 800-53, SC-13, SC-28(1)
- Employ the Principle of least-privilege or “need to know,” IAW NIST SP 800-171, 3.1.5-6; NIST SP 800-53 AC-6(1)(5)(2)
- Review User Privileges at least annually, IAW NIST SP 800-171, 3.1.7; NIST SP 800-53 AC-6(9)(10)
- Monitor and Control Remote Access Sessions, IAW NIST SP 800-171, 3.1.12; NIST SP 800-53 AC-17(1)

### **3.7 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews**

**3.7.1** Within 30 days of contract award, the contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government in electronic format. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this contract. The contractor shall fully cooperate in the Government’s review of the SSPs.

**3.7.2** If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the contractor of each identified deficiency. The contractor shall correct any identified deficiencies within 30 days of notification by the Government. The contracting officer may provide for a correction period longer than 30 days and, in such a case, may require the contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.

**3.7.3** Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s), remotely or at the contractor’s facilities. The Government may continue to conduct follow-on reviews until the Government determines that the contractor has corrected all identified deficiencies in the SSP(s).

**3.7.4** The Government may, at its sole discretion, conduct subsequent reviews at the contractor’s site to verify the information in the SSP(s). The Government will conduct such reviews at least every 3 years (measured from the date of contract award) and may conduct such reviews at any time upon 30 days’ notice to the contractor.

CDRL B006: DI-MGMT-82247, Contractor’s Systems Security Plan And Associated Plans Of Action to Implement NIST SP 800-171 on a Contractor’s Internal Unclassified Information System

### **3.8 Cyber Incident Response**

**3.8.1** The contractor shall, within 15 days of discovering the cyber incident (inclusive of the 72-hour reporting period), deliver all data used in performance of the contract that the contractor determines is impacted by the incident and begin assessment of potential warfighter/program impact.

**3.8.2** Incident data shall be delivered in accordance with the Department of Defense Cyber Crimes Center (DC3) Instructions for Submitting Media, available at [http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions\\_for\\_Submitting\\_Media.docx](http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions_for_Submitting_Media.docx). In delivery of the incident data, the contractor shall, to the extent practical, remove contractor-owned information from Government covered defense information.

**3.8.3** If the contractor subsequently identifies any such data not previously delivered to DC3, then the contractor shall immediately notify the contracting officer in writing and shall deliver the incident data within 10 days of identification. In such a case, the contractor may request a delivery date later than 10 days after identification. The contracting officer will approve or disapprove the request after coordination with DC3.

CDRL B007: Cyber Incident Reporting for a Contractor's Internal Unclassified Information System Information System

### **3.9 Contractor's Record of Tier 1 Level Suppliers who Receive or Develop Covered Defense Information**

**3.9.1** The contractor shall deliver to the COR a list of all its supporting Tier 1 Level Suppliers receiving or developing Covered Defense Information, otherwise known as CUI.

**3.9.2** The contractor shall also deliver its plan to track flow-down of covered defense information and shall assess DFARS Clause 252.204-7012 compliance of known Tier 1 Level suppliers. The plan shall be updated if a Tier 1 supplier is added.

CDRL B008: DI-SCRE-82258, Contractor's Record Of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information.

<b>ORDER FOR SUPPLIES OR SERVICES</b>										PAGE 1 OF 15	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D8524			2. DELIVERY ORDER/CALL NO. M6785421F3008		3. DATE OF ORDER/CALL (YYYYMMDD) 2021MAY24		4. REQUISITION/PURCH REQUEST NO. RFPREQPFMCES0002		5. PRIORITY Unrated		
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050				CODE M67854		7. ADMINISTERED BY (If other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS • Skylla Engineering Ltd. 316 E Main Street • Humble, TX 77338-4549				CODE 32ZH5		FACILITY 169401895		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
12. DISCOUNT TERMS Net 30 Days WAWF								13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F				CODE				15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus, OH 43218-2381		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
<b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Skylla Engineering Ltd. _____ NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)											
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: _____				05/21/2021 CONTRACTING/ORDERING OFFICER		25. TOTAL \$3,296,424.00	
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	